

City of Elwood Town  
**Planning Commission**  
February 3, 2026 Meeting minutes

The Board of the Planning Commission of Elwood Town met at the Elwood Town Hall, 5235 West 8800 North, Elwood, Utah, at 7:00 P.M. on Tuesday, February 3, 2026.

The following members were present constituting a quorum: Britton Hayden, Quinn Hamson, and Curtis Crouch

OTHERS PRESENT: Steve Woerner(Public Works Director), Phil Shimek(Town Council Rep), Karolina Munns(Planning Commission Secretary), Talsan Schulzke(Zoning Administrator) Jones & Associates, David Riemer, Kathleen Braverman, Bradley Braverman, Chelsea Capener, Bryan Capener, BJ Roberts, Brittany Roberts, Joan Whitaker, Erika Bywater, Lynae Winkler, Rue Rasmussen, Micah Capener.

The meeting was called to order by Chair Britton Hayden. The meeting began with the Pledge of Allegiance led by Commissioner Quinn Hamson, followed by an invocation given by Commissioner Crouch.

## **MINUTES**

The minutes from December 16, 2025, January 6, 2026, and January 20, 2026 meetings were reviewed by the Commission.

Motion: To approve the minutes for December 16, 2025, January 6, 2026, and January 20, 2026.

Moved by: Commissioner Hamson Seconded by: Commissioner Crouch

Vote: Motion Passed unanimously

## **TOWN COUNCIL UPDATE**

Councilman Shimek reported on recent Town Council activities, including:

- Swearing-in of new council members Brian Davis and himself, as well as Mayor Scott Goodliffe
- Review of town finances audit
- Active advertising to fill a vacancy on the Town Council, with applications being accepted for another week
- Updates on secondary water project, which should be ready for bid requests soon
- Bridge work on three bridges scheduled to begin in March, with completion expected within six months

- Exploring renewal of an agreement with Highland Ditch Company for overflow water purposes
- Completion of Town Council assignments, which may change once the new council member is appointed

He also informed the Commission that the town is now participating in the Utah League of Cities and Towns legislative policy committee, with Brian Davis, Scott Goodliffe, and Mark Lay serving as voting members.

## **ZONING ADMINISTRATOR UPDATE**

Zoning Administrator Schulzke did not have any new items to report beyond what was already on the agenda.

### *Training on Planning Commission Duties by Chair Britton Hayden*

Chair Hayden conducted a procedural training session, reviewing:

- The advisory nature of the Planning Commission, with most actions being recommendations to Town Council
- The importance of following city code rather than making decisions based on personal opinions
- A main duty of Planning Commission is to propose new/updated code
- Proper meeting procedures based on Robert's Rules of Order
- Public hearing procedures, including 3-minute time limits for public comments
- The requirement that questions and comments be addressed to the Planning Commission rather than directly to applicants

## **PUBLIC COMMENT**

No public comments were offered.

## **PUBLIC HEARING**

### *Proposed annexation, 9310 N 6000 W, Quality Homes and Design LLC and Bryan and Chelsea Capener Property*

Motion: To open the public hearing.

Moved by: Commissioner Hamson Seconded by: Commissioner Crouch

Vote: Motion Passed unanimously

Chelsea Capener explained that they had land in the county and were instructed by the county to go through the annexation process with Elwood City. She clarified they were simply seeking denial but are required to follow the county process.

Zoning Administrator Schulzke explained that the parcel in question was originally part of a larger parcel that abutted Elwood Town boundaries and was included in the general plan's annexation area. However, in November 2025, the property was subdivided, disconnecting it from contiguous connection to the city boundary.

Since the property is no longer contiguous to Elwood Town, it cannot legally be annexed. Staff recommended denial of the application.

No public comments were offered.

Motion: To close the public hearing.

Moved by: Commissioner Hamson Seconded by: Commissioner Crouch

Vote: Motion Passed unanimously

## **COMMISSION BUSINESS**

### ***Action Item A: Recommend to Town Council - Annexation of real property at 9310 N 6000 W, Quality Homes and Design LLC and Bryan and Chelsea Capener***

After considering the information presented during the public hearing, the Commission discussed the annexation request. The primary factor in their decision was the legal requirement for annexed property to be contiguous with the town boundary, which this property no longer satisfied after being subdivided in November 2025.

Motion: To recommend to Town Council denial of the request for annexation.

Moved by: Commissioner Hamson Seconded by: Commissioner Crouch

Vote: Motion Passed unanimously

### ***Action Item B: Conditional Use Permit Approval, For the Love of Paws, Elwood Crossing Subdivision Suite 105-106, 9521 N Power Line Rd, David Riemer***

Zoning Administrator Schulzke reported that staff had verified that the site plan review for this property had previously been completed and approved, and construction of the building had been approved. All that remained was consideration of any conditions the Commission might want to place on the conditional use permit.

Motion: To approve the conditional use permit with a note that all uses will be interior to the building, with the understanding that if any uses become exterior to the building, the matter would need to be revisited by the Planning Commission.

Moved by: Commissioner Hamson Seconded by: Commissioner Crouch

Vote: Motion Passed unanimously

## **WORK MEETING**

### ***Discussion Item A: Discussion & review of draft of citywide rezone***

Zoning Administrator Schulzke presented research on overlay zones and their potential application to Elwood's RD-1 and RD-2 designations. A purpose statement that establishes intent in the code is necessary. He shared a Marriott Slaterville example that uses rural residential subdivisions to allow flexibility in neighborhood design, preserve open space, and protect the environment.

The Commission discussed:

- Whether overlay zones or dedicated zoning designations would be more appropriate
- Potential minimum acreage requirements for RD-1 and RD-2 zones
- RD-2 Elwood Town Code currently is prohibited in non-sewered area
- The value of requiring developers to consider variable density development for larger projects
- The need to clarify the purpose of these zones based on the community's desire to maintain rural character
- Incentive systems that could encourage developers to include amenities like parks and trails
- Future Land Use Map will need to change with the citywide zone change

Zoning Administrator Schulzke agreed to email information on Marriott Slaterville's approach and look into Tremonton's policies as well.

*Discussion Item B: Discussion of section 150 ordinances stating timely completion of developments*

This item was postponed to allow new commissioners, who will be joining in the coming weeks, to participate in the discussion.

*Discussion Item C: Discussion and review of Elwood Town Ordinance Title III Administration, Chapter 30 Organizations, Planning Commission 30.05(B)*

The Commission reviewed proposed changes to the ordinance regarding agenda submission deadlines. The current code requires items to be submitted 2 days prior to meetings, which was deemed insufficient for proper review.

Chair Hayden presented a draft changing the deadline to 13 calendar days (4:30 PM) prior to meetings. This would allow sufficient time for staff processing and Commissioner review and add flexibility for simpler items.

The Commission identified inconsistencies in timing requirements between this section and the subdivision ordinance (Section 150), which will need to be addressed. They agreed to schedule a public hearing on the proposed changes for the first meeting in March.

*Discussion Item D: Discussion of RD-2 & RD-1 zone ordinance*

This item was integrated into the discussion of Item A.

**ADJOURNMENT**

The meeting was adjourned at approximately 9:10 PM.